



Integrated System News Bulletin

Client Information screen – Name & Address Modifications

Attention: Local Plan SD/MC Providers

STOP – Impact on You

Effective May 11, 2012 the Department of Mental Health is implementing modifications to the Integrated System (IS) to limit the use of special characters in the Client's Name and Address fields on the Identification tab & Contacts tab of the Client Information screen.

CAUTION – What You Need to Know

- **Client Information – Identification & Contacts Tab**

The Client Information screen has been modified to disallow special characters from being entered on the Client Name Last, First and Middle fields of the Identification tab and the Client Address – Address 1 and Address 2 fields of the Contacts tab. Special characters such as (~ ½ * & ^ % # \$) and many others will no longer be accepted in these fields. Below are examples of the edit message returned on the IS when invalid character(s) are entered in these fields.



Client Information- Identification tab screen

Client Information- Contacts tab screen

Allowable Characters are...

Allowable Characters
A thru Z (upper and lower case)
0 thru 9
! (exclamation point)
((open parenthesis)
) (close parenthesis)
+ (plus sign)
, (comma)
. (period)
? (question mark)
= (equal sign)
(space)
- (hyphen)
/ (slash)

GO – What You Need to Do

If you have any questions regarding these new edits, please contact the Help Desk at (213) 351-1335.